

## North Dakota State Procurement Office

*Office of Management & Budget, Central Services Division*

14<sup>th</sup> Floor Capitol Tower, 600 East Boulevard Ave Dept 012

Bismarck, ND 58505-0310

Telephone: (701) 328-2740 Fax: (701) 328-1615

### STATE PROCUREMENT OFFICE

#### 2013 Training Schedule

Minimum Class Size: 10

Maximum Class Size: 40

Cost: No charge

Registration: **Self-enroll in PeopleSoft**. Instructions follow this schedule. If you do not have access to PeopleSoft, please contact the State Procurement Office, 701-328-2683 or [infospo@nd.gov](mailto:infospo@nd.gov).

Visit the ND State Procurement Office web site to learn more about the Procurement Officer Certification Program, <http://www.nd.gov/spo/agency/training/>


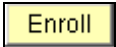

**\*\*\*\*\*IMPORTANT\*\*\*\*\***

**The Level 1 ONLINE training is required and should be completed before attending Level 2 and Level 3 classes.** Level 1 Procurement Training is offered online. Class title: **State of ND, Level 1 ONLINE**

#### SCHEDULE

DATE	TIME	CLASS	LOCATION
January 16	8am – 4pm	Level 2	Bismarck State College – Student Union – Prairie Room – 1500 Edwards Ave., Bismarck
February 13	8am – 4pm	Level 3	Bismarck State College – Student Union – Prairie Room – 1500 Edwards Ave., Bismarck
March 13	8am – 4pm	Level 2	Bismarck State College – Student Union – Prairie Room – 1500 Edwards Ave., Bismarck
April 10	8am – 4pm	Level 3	Bismarck State College – Student Union – Prairie Room – 1500 Edwards Ave., Bismarck
May 15	8am – 4pm	Level 2	Bismarck State College – Student Union – Prairie Room – 1500 Edwards Ave., Bismarck
June 12	8am – 4pm	Level 3	Pioneer Room, State Capitol – Bismarck
August 14	8am – 4pm	Level 2	Pioneer Room, State Capitol – Bismarck
September 18	8am – 4pm	Level 3	Pioneer Room, State Capitol – Bismarck
October 23	8am – 4pm	Level 2	Pioneer Room, State Capitol – Bismarck
November 20	8am – 4pm	Level 3	Pioneer Room, State Capitol – Bismarck

## Enrolling in an Activity

Step	Action
1.	Begin by navigating to the <b>Search Catalog</b> page.  Click the <b>ELM SS Search Catalog</b> link. <a href="#">ELM SS Search Catalog</a>
2.	Click the <b>Collapse Menu</b> button. 
3.	The <b>Search Catalog</b> page is used to search for learning activities, catalog items and programs.
4.	Click in the <b>Search the Catalog</b> field. 
5.	Enter the desired information into the <b>Search Activities</b> field.  Enter " <b>Cultural Awareness</b> ".
6.	Click the <b>Search Activities</b> button. 
7.	Notice all the activities entitled <b>Cultural Awareness</b> are returned.
8.	Click the <b>Cultural Awareness (HRMS2008)</b> link. <a href="#">Cultural Awareness (HRMS2008)</a>
9.	Click the <b>Enroll</b> button. 
10.	Click the <b>Submit Enrollment</b> button. 
11.	You have successfully enrolled in the activity: <b>Cultural Awareness</b> .
12.	<b>Congratulations!</b> You should now be able to:  - Navigate to the <b>Search Catalog</b> page. - Enroll in an activity. <b>End of Procedure.</b>